



Building Plan Review Tenant Improvement Plan Submittal Requirements

Log No.: _____

Date: _____

Project name:		
Address/location:		
Contact person:		Phone #:

Building codes in use as of 2-26-05:

1994 Uniform Administrative Code
2003 International Building Code (IBC), with local amendments
2002 National Electric Code
2003 International Plumbing Code (IPC), with local amendments
2003 International Mechanical Code (IMC)
1994 Uniform Swimming Pool, Spa and Hot Tub Code, with local amendments
1994 Uniform Code for the Abatement of Dangerous Buildings
1994 Uniform Housing Code
Uniform Fireplace Code
2003 International Residential Code (IRC), with local amendments
2003 International Fuel Gas Code (IFGC)
Americans with Disabilities Act
ADAAG

Provide complete sets of building plans and specifications. See “Building Plan Submittal Requirements”.

Item	Requirement
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- | | |
|----|---|
| 1. | Draw plans legibly and to scale. |
| 2. | Include on the plans the building address, together with the suite number of the proposed tenant improvement. |
| 3. | Include a sheet index. |

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

**Planning and Development Department
Development Services Division
Building Safety Plan Review Section
215 E. Buffalo St., Chandler Arizona 85225**

Telephone: (480) 782-3000
Fax: (480) 782-3110
www.chandleraz.gov

Form No. UDM-71
New: 3-11-05

Tenant Improvement Plan Submittal Requirements
Page 2 of 6

Item Requirement

4. Building plans and specifications may require to be stamped by a State of Arizona registrant. All registrants' stamps shall be dated and signed.
5. Show occupant classification(s) for compliance with IBC section 302.1.
6. Show occupant load(s) for compliance with IBC section 1004.1.
7. Building plans may require an exiting plan.
8. Building plans may require a narrative defining the actual scope of work (including processes) and actual materials in storage.
9. Show the type of construction for compliance with IBC section 602.1.
10. Show the building height and number of stories.
11. Show the building area.
12. Provide the minimum plumbing fixtures (including a service sink and drinking fountain) for compliance with IPC section and table 403.1.
13. Include a code summary of all fire resistance rated applications (if construction applications apply).
14. Address governing building codes (see page 1).
15. An electronic Hazardous Material Inventory Statement (HMIS) may be required. Please refer to the Chandler Fire Department "[Plan Review Guide for Building Plans](#)", p. 3 (this is on the Unified Development Manual website, Appendices to Section 5).
16. Submit plans to the Development Services Division if there will be modifications to existing systems affecting 20 or more heads, 40 or more feet of pipe or 40 or more pipe joints. These plans must be reviewed and approved prior to permit issuance.
17. Include the following Fire Department polices and forms on fire sprinkler plan review submittals:
 - _____ [Plan Review Guide For Fire Sprinkler Systems](#).
 - _____ [Plan Review Guide For Building Plans](#).
 - _____ [General Notes to the Contractor](#).
18. Include the following Fire Department polices and forms on fire alarm plan review submittals:
 - _____ [Plan Review Guide for Fire Alarm Systems](#).
 - _____ [General Notes Required on Drawings – Fire Alarm Systems](#).

Note: these documents are on the Unified Development Manual website, Appendices to Section 5.

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Tenant Improvement Plan Submittal Requirements
Page 3 of 6

Item Requirement

19. Include an architectural site plan showing the following:
- ____ Site vicinity map with main arterial streets.
 - ____ Site plan with location of existing building and location of proposed tenant improvement.
20. Show the following on the building floor plan(s):
- ____ All existing conditions, all new applications and all changes from existing plan approvals.
 - ____ The occupancy use for each room of area.
 - ____ Location of all walls with complete construction details from foundation to floor or roof sheathing of each wall type.
Note: Provide all fire resistance rated wall applications with complete detail(s) and data as noted on approved listing or prescriptive fire resistance provisions per IBC section 720.1. Provide two sets of listing reports on each listing application.
 - ____ Door identifications with schedules and specifications.
 - ____ Door hardware schedule and specifications.
Note: Locks and latches shall comply with IBC section 1008.1.8.3 and ADA/ADAAG for graspability requirements.
 - ____ Window identifications with schedules and specifications
Note: Opening protectives shall comply per IBC section 715.1.
 - ____ Floor and wall finish specifications.
 - ____ Locations of all permanent counters, cabinets, plumbing fixtures, miscellaneous equipment and furniture.
 - ____ Complete details/sections addressing all building accessibility requirements (see page 6).
21. Include a reflected ceiling plan.
22. Include mechanical plans showing all changes and new applications to original plan approvals.
- ____ All existing conditions, all new conditions and all changes to original plan approvals
 - ____ All new or relocated mechanical equipment shall be approved by a state registrant showing that existing structural conditions are adequate to support new imposed loads created by the new or relocated equipment.
 - ____ Mechanical material specifications.
 - ____ Equipment schedules.
 - ____ A legend addressing all mechanical applications.
 - ____ If using plenum as a duct system, address all code requirements for compliance with IMC sections 602.1 through 602.2.1.5.
 - ____ Smoke detection systems shall comply with IMC sections 606.1 through 606.2.3.

Item Requirement

Commercial kitchen applications shall comply with the following:

- _____ Hood ventilation ducts and exhaust equipment per IMC section 506.1.
- _____ Exhaust hoods per IMC section 507.1.
- _____ Make-up air per IMC section 508.1.
- _____ Fire suppression systems per 509.1.

23. Include plumbing plans showing all changes and new applications to original plan approvals.

- _____ All existing conditions, all new conditions and all changes to original plan approvals.
- _____ A legend showing all plumbing applications.
- _____ Plumbing material specifications.
- _____ Plumbing fixture schedule.
- _____ Gas schematic.
- _____ Drain, waste and vent schematic (note all fixtures in contact with grease, oil, etc shall drain into interceptor or grease trap drain system).
- _____ Hot and cold water schematic.
- _____ Complete water calculations showing:
 - a) All existing and new plumbing fixtures.
 - b) Existing size of water meter and building supply line.
- _____ Minimum plumbing fixtures shall comply with IPC section and table 403.1.

24. Include electrical plans showing all changes and new applications to original plan approvals:

- _____ All existing conditions, all new conditions and all changes to original plan approvals.
- _____ Electrical material specifications.
- _____ Legend showing all electrical applications.
- _____ Lighting plan showing all:
 - a) Circuit identifications.
 - b) Existing systems.
- _____ Lighting schedule.
- _____ Power plan addressing all:
 - a) Circuit identifications.
 - b) Locations of panel boards.
- _____ Electrical equipment schedule.

Tenant Improvement Plan Submittal Requirements
Page 5 of 6

Item Requirement

- _____ Electrical one-line diagram showing:
 - a) All existing and new wiring methods.
 - b) Equipment.
- _____ Complete electrical load calculations addressing all existing, new and total amp loads.
- _____ Complete panel board schedule(s) showing:
 - a) All existing and new circuits.
 - b) All existing, new and total loads.
- _____ Provide complete electrical plans when hazardous conditions, materials or processes require an electrical classification. All wiring methods and equipment applications must comply with class, division and group requirements.

Tenant Improvement Plan Submittal Requirements
Page 6 of 6

Building Accessibility Requirements

Provide complete details or sections addressing all requirements of each section as they apply to each building condition.

Requirement	ADA Section No.	ADAAG Section No.
Provide accessible doorways with a clear opening of 32" (min)		31.116
Handrails. Provide continuous handrails along both sides of stairway with 12" extensions beyond the last tread. Gripping surface width shall be between 1.25" to 1.5" diameter	4.9.4	31.106
Door maneuvering clearances on forward and side approaches	4.13.6	31.116
Landing must be within ½" of threshold	4.13.8	
Door hardware graspability and closure requirements	4.13.9.	
Drinking fountains and water coolers for wheelchair access and people with a limited ability to bend or stoop on forward and side approaches.	4.15	31.118
Water closets	4.16	31.119 and 31.125
Grab bars	4.16.4	
Toilet stalls	4.17	31.120
Urinals	4.18	4.16.5
Lavatories and mirrors	4.19n	31.122 and 31.125
Shower stalls	4.21	31.124
Toilet rooms	4.22 and 4.23	
Service counter. Provide a 36" x 12" counter area at 36" above floor level (min)	4.23	
Break room sinks	4.24, 4.25 and 4.27	
Alarms	4.28	
Telephones	4.31	31.132
Microwave ovens		4.32.4